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MISSOURI STATE DOCUMENTS

Preliminary Guide  
for  
Depository Libraries

MISSOURI STATE LIBRARY

APR 4 1979

DOCUMENTS DIVISION

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## CONTENTS

Depository Law, HB 1021 (1976), Sections 2-5.....	1
State Documents Depository Libraries.....	2
Map: Locations of Depository Libraries.....	4
Core Documents.....	5
Introduction.....	8
Types of Publications Distributed.....	8
Distribution and Mailing.....	8
Mailing Labels.....	8
Direct Distribution.....	9
Shipping Lists.....	9
Receiving and Claiming.....	9
Classification.....	10
Check-in Procedures.....	10
Storage.....	13
Reference Assistance, Circulation, and Interlibrary Loan.....	14
Request for Additional Copies of Depository Item.....	14
Publicity.....	14

H.B. 1021

55 6. All of the real and personal property and all of the  
56 obligations of the preexisting separate city and county library  
57 districts shall, without further action, become the property and  
58 obligations of the merged city-county library district, which shall  
59 have an official name composed of the name of the city, followed by  
60 the name of the county and followed by the words "county library  
61 district".

62 7. The merged district, and the librarian, officials and board  
63 thereof, shall have all of the rights, powers, responsibilities, and  
64 privileges granted county library districts by the laws of the state  
65 of Missouri and shall be governed by such laws, as though the  
66 merged districts were a county library district, except:

67 (1) Where such laws are inconsistent with this section.

68 (2) The city treasurer shall be the custodian of all library  
69 funds, which shall be deposited by the city treasurer, in a  
70 depository selected and approved by the library board. The library  
71 funds shall be kept separate and apart from other moneys of the  
72 city and disbursed by the city treasurer only upon the proper  
73 authenticated warrants of the library board. Such funds shall be  
74 audited annually by the city in the same manner as other funds of  
75 the city are audited.

76 (3) The library board shall prepare a budget for each fiscal  
77 year and all expenditures shall conform to such budget. The budget  
78 shall be prepared and approved by the library board and made  
79 available to the members of the governing body of the city and the  
80 members of the county court sixty days before the beginning of  
81 each fiscal year, except the first budget of the merged district shall  
82 be prepared forthwith and so delivered after the merger.

Section 2. As used in this act, "state publications" shall  
2 include all multiple-produced publications of state agencies,  
3 regardless of format or purpose, with the exception of cor-  
4 respondence and interoffice memoranda.

Section 3. The state library shall, under the direction of the  
2 coordinating board for higher education, publish monthly an

H.B. 1021

3 official indexed list of all printed publications of all state office  
4 departments, divisions, boards and commissions, whether  
5 legislative, executive or judicial, and any subdivisions of each  
6 including state-supported institutions of higher education. The  
7 library shall also distribute such numbers of copies of such  
8 publications as it deems necessary to certain libraries, also  
9 designated by it, which shall serve as depositories for making  
10 available to the public such publications. No publications shall be  
11 distributed to any libraries unless a request is made therefor.

Section 4. In addition to the distribution of the publications  
2 aforesaid, the library shall distribute two copies of each publica-  
3 tion to the state archives for preservation and two copies to the  
4 state historical society.

Section 5. The state library may enter into depository  
2 agreements with public libraries and college and university  
3 libraries which meet standards for depository eligibility and  
4 approved by the state library.

Section 6. Every state agency, as enumerated in section  
2 shall, upon release, deposit with the state library sufficient copies  
3 of each of its publications to meet the purposes of this act.

STATE DOCUMENTS DEPOSITORY LIBRARIES

Designated December 1976

FULL DEPOSITORIES (10)

Northeast

Northeast Missouri State University, Kirksville

Northwest

Northwest Missouri State University, Maryville  
Missouri Western College, St. Joseph

Southeast

Southeast Missouri State University, Cape Girardeau

Southwest

Southwest Missouri State University, Springfield

Central

Central Missouri State University, Warrensburg  
University of Missouri - Columbia

Kansas City Metropolitan Area

Kansas City Public Library

St. Louis Metropolitan Area

St. Louis Public Library  
University of Missouri - St. Louis

STATUTORY DEPOSITORIES

Missouri State Library (Depository Center)  
Missouri State Archives (2 copies)  
Missouri State Historical Society (2 copies)

PARTIAL DEPOSITORIES (18)

Northeast

None

Northwest

St. Joseph Public Library

Rolling Hills Consolidated Library, St. Joseph

Southeast

Cape Girardeau Public Library

Riverside Regional Library, Jackson

Three Rivers Community College, Poplar Bluff

Current River Regional Library, Van Buren

Southwest

Springfield-Greene County Library

Barry-Lawrence Regional Library, Monett

Missouri Southern State College, Joplin

South Central

Southwest Missouri State University Residence Center, West Plains

Central

Daniel Boone Regional Library, Columbia

East-Central

Sullivan Public Library

Mineral Area College Instructional Resources Center, Flat River

Kansas City Metropolitan Area

William Jewell College, Liberty

St. Louis Metropolitan Area

St. Louis County Library

Webster College Library

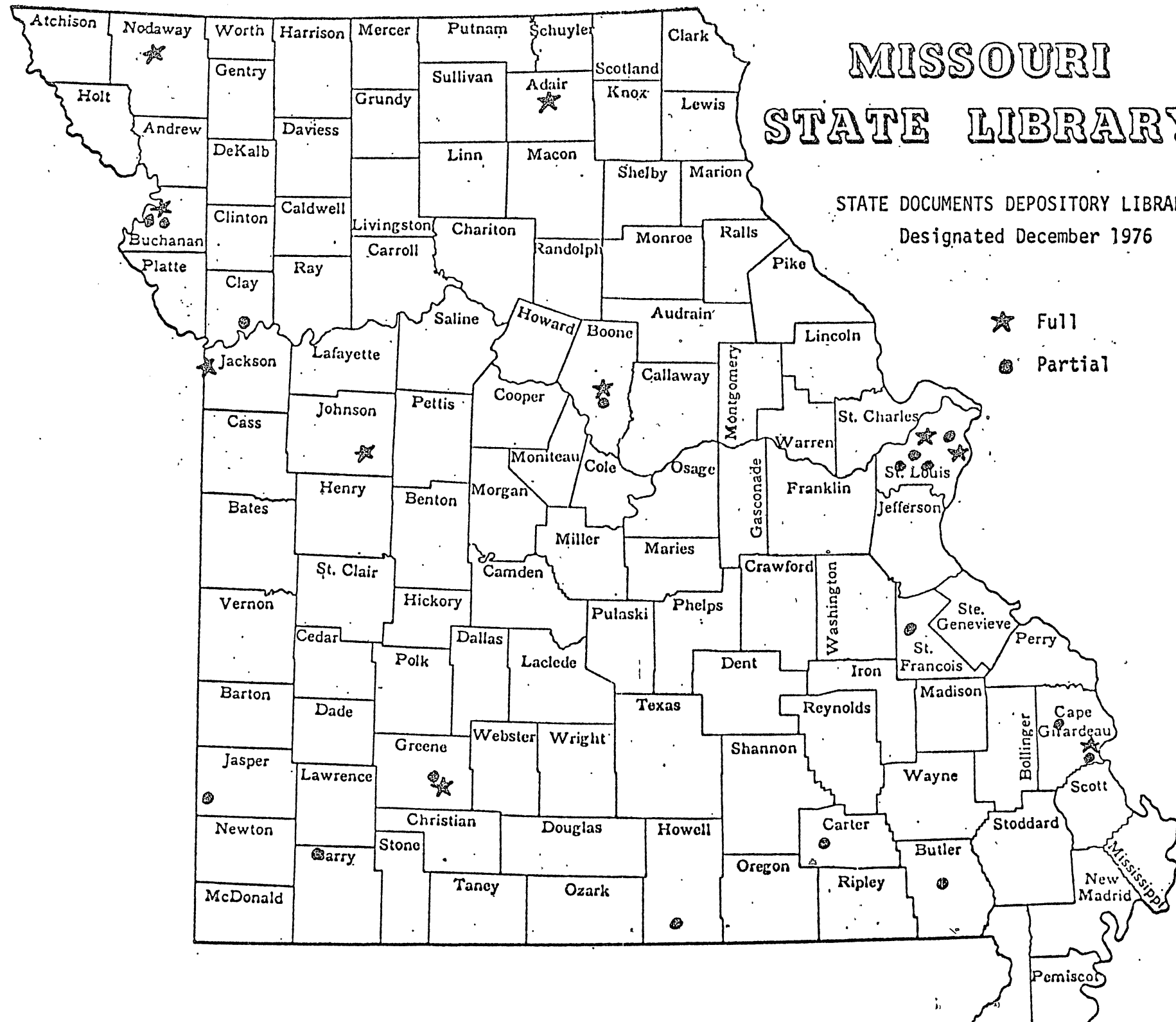
Maryville College Library

St. Louis University Law School Library

# MISSOURI STATE LIBRARY

STATE DOCUMENTS DEPOSITORY LIBRARIES  
Designated December 1976

★ Full  
● Partial



MISSOURI STATE DOCUMENTS DEPOSITORY SYSTEM

CORE DOCUMENTS

January 1, 1977

*State government publications designated as "core" documents will be distributed to all full and partial depository libraries. The purpose of the core collection is to provide a group of basic state publications which will answer many of the questions people have about state government and about Missouri in general. Placing these publications in every depository will ensure accessibility throughout the state.*

*Documents were chosen for their value in helping citizens understand and gain access to their government, providing Missouri statistical or directory information or providing news on important subjects. Titles on the core list will be reviewed periodically for their usefulness. Librarians and state agencies are encouraged to suggest titles which they think should be added. When a new publication is instituted by a state agency, a determination will be made by the State Library as to whether it should be added to the core list.*

*Publications not on the core list will be distributed to all full depositories and to some partial depositories, depending on the choices they make of categories of publications they wish to receive.*

OFFICE OF ADMINISTRATION

Budget and Planning Division

Executive Budget (annual)

Mo. Economic Indicators (quarterly)

AGRICULTURE DEPT.

Crop & Livestock Reporting Service

Mo. Farm Facts (annual)

AUDITOR

Monthly Activity Summary (now mailed to all 235 public & academic libraries.)

CONSUMER AFFAIRS, REGULATION & LICENSING DEPT.

Mo. Consumer: Bi-weekly Article of Interest to Consumers.

Commerce & Industrial Development Division

Mo. Directory of Manufacturing & Mining (published annually by Information Data Co., St. Louis, through contractual agreement)

Mo. Corporate Planner (updated with inserts)

Finance Division

Biennial Report

Insurance Division

Annual Report & Statistical Data

Savings & Loan Supervision Division

Biennial Report

ELEMENTARY & SECONDARY EDUCATION DEPT.

Report of the Public Schools of Missouri (annual)  
Mo. School Laws (looseleaf)  
Mo. School Directory (annual)

GENERAL ASSEMBLY

Manual: List of Members, Officers, Committees, and the Rules of the  
House/Senate

Fiscal Affairs Committee

Appropriations Summary (annual)

Legislative Research Committee

Revised Statutes of Missouri (every 10 yrs.)  
Supplement to Revised Statutes (annual)

HIGHWAY DEPARTMENT

State Map  
Accident Statistics

JUDICIAL DEPARTMENT

Annual Statistical Report: Judicial Conference

LABOR & INDUSTRIAL RELATIONS DEPT.

Employment Security Division

Mo. State & Area Labor Trade Trends (monthly)

Workmen's Compensation Division

Workmen's Compensation Laws (about every 5 yrs; updated annually by  
looseleaf sheets)

NATURAL RESOURCES DEPT.

Missouri's Environment (monthly)

PUBLIC SAFETY DEPT.

Fire Marshal

Annual Report

Highway Patrol

Mo. Traffic Crashes

REVENUE DEPT.

Tax Commission

Annual Report of the Proceedings & Decisions of the State Tax  
Commission.



SECRETARY OF STATE

Official Manual (biennial)  
Roster of State, District, & County Officers (biennial)  
Election Laws of the State of Missouri (frequent supplements)  
Constitution of the State of Missouri  
General Assembly Roster (biennial)  
Session Laws (biennial)  
Primary Election Returns (biennial)  
Democratic & Republican Convention Rosters (every 4 yrs.)  
Democratic & Republican State Committees and Slates of  
Candidates (biennial)

Office of Chief Clerk

Certification of Candidates for Primary Election.  
Certification of Candidates for General Election.

Administrative Rules Division

Mo. Register(monthly)  
Code of Mo. Regulations (looseleaf)

SOCIAL SERVICES DEPT.

Family Services Division

Juvenile Court Statistics (annual)

Health Division

Mo. Vital Statistics (annual)  
Mo. Hospital Directory (twice yearly)  
Licensed Nursing Homes in Missouri (quarterly)  
Licensed Ambulance Services  
Licensed Boarding Houses in Missouri  
Monthly Vital Statistics

Probation & Parole Division

Annual Report

ALSO: Annual reports of the 14 major departments and 6 elected officials,  
if published.

Missouri statistical abstracts published by any agency.

## INTRODUCTION

This guide is meant for use in the first months of the depository system, when distribution of the core items is beginning. Additional information will be furnished in the coming months concerning selection of publications by partial depositories and expansion of the system beyond the core list. The continuation of the depository program, as you know, depends upon funding by the General Assembly. If the appropriation request is granted, the State Library will be able not only to continue distribution of publications but also to add cataloging services. Your input on the format and type of cataloging information desired will be much appreciated. If appropriations are granted, we anticipate contracting with the Library Services Center in Jefferson City for cataloging and distribution. Please be patient with us during this initial period and let us know your ideas on ways to make the system run smoothly.

## TYPES OF PUBLICATIONS DISTRIBUTED

Until further notice, only items listed on the "Core Documents" list (pp. 5-7) will be distributed regularly. However, some agencies are eager to make other publications available to depositories. Rather than discourage them, we will distribute items they wish to provide. For the present, these publications should be treated in the same way as core documents. Later, after partial depositories have made their selections and the depository system is fully operational we will make some provision so that partial depositories will have the option of whether to retain documents which do not fall into the classes of publications they have selected.

The definition of "state publication" stated in the law (p. 1, section 2) is intentionally broad so that it covers all types of publications. However, the State Library can exempt publications which it determines have little value, such as routine forms.

In getting the program underway, we are concentrating on executive agencies in Jefferson City, and the legislative and judicial branches will be added next. State universities will be added eventually, with the timing depending upon funding of the depository program.


Agencies are not required to supply publications retrospectively to depository libraries.

## DISTRIBUTION AND MAILING

Each depository library has been assigned a place on sorting shelves in the State Library's mailroom. As documents are received, they are sorted and entered on a shipping list. Shipments of documents will soon be mailed on a regular weekly basis; however, shipments may be slightly irregular during the first month or two.

## MAILING LABELS

Initially xerox labels addressed to "Mo. Depository Docs. Librarian", attached to the regular State Library mailing labels, will identify state depository shipments:

<p>CONTENTS/<b>LIBRARY MATERIAL</b></p> <p><b>FROM:</b></p> <p><b>MISSOURI STATE LIBRARY</b> </p> <p>308 East High Street Jefferson City, Missouri 65101</p>	<p>Mo. Depository Docs. Librn. Pickler Memorial Library Northeast Mo. State Univ. Kirksville, Mo. 63501</p> <p><b>POSTMASTER:</b> This parcel may be opened for postal inspection if necessary Return in 5 days if not delivered</p>
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Other labels will be printed when our printing schedule allows. Please inform us now of any corrections in your address.

#### DIRECT DISTRIBUTION

The "Missouri Register" is mailed directly from Kansas City, where it is published monthly. Their mailing labels are also addressed to "Mo. Depository Docs. Librarian". Depository libraries which had a subscription to the "Mo. Register" will receive two copies until their subscription expires.

#### SHIPPING LISTS

Shipping lists will be arranged in the same format as the monthly Missouri State Government Publications checklist: by major department and division. The frequency of serial publications will be supplied, if not evident in the title. The Missouri Classification number appears in a column to the right of each entry. Documents are numbered consecutively on each shipping list to facilitate claiming.

#### RECEIVING AND CLAIMING

When depository shipments are received, each document must be marked with (1) date of receipt, and (2) indication that this is a Missouri depository document, such as: "Mo. Dep. Doc." A stamp showing both will simplify this procedure. The purpose of the date stamp is to aid in disposal procedures in later years, and to help you estimate the time of the next edition of a publication.

Documents should immediately be checked against the shipping list. If any document is missing, please claim from the State Library as quickly as possible, using the claim forms provided. Please photocopy additional claim forms as needed.

Also, check the number of each shipping list against the previous shipping list to make sure that an entire shipment has not been lost in transit.

## CLASSIFICATION

Adoption of the Missouri State Documents Classification is entirely optional, and Missouri documents need not be kept in a separate collection. Since the majority of libraries cannot afford to catalog all state documents fully, however, most depository libraries intend to use the Missouri Classification. St. Louis Public Library and Kansas City Public Library adopted it some time ago. The major advantages are the speed with which documents can be placed on the shelf and the compatibility among Missouri libraries. Missouri Classification numbers will be included in any cataloging input to the OCLC data base in the future.

A separate booklet, Missouri State Documents Classification: Post-Reorganization Agency Codes and Form Divisions (Jan. 1977) explains the principles of the Missouri classification. Class numbers appear on shipping lists and they have appeared since January 1976 on the Missouri State Government Publications checklist. Comments from depository libraries on apparent errors in the assigning of numbers are welcomed.

## CHECK-IN PROCEDURES

Shelflist: Unless state documents are fully integrated into the library's regular collection, a shelflist showing the location of all state documents is highly desirable. Otherwise control over publications is difficult. If the Missouri classification is used, a shelflist arranged by class number can easily be created from information provided on shipping lists. If the classification scheme is not used, the shelflist can be arranged by agency. Check-in cards presently in use in your library for other publications can be used for state publications. Each record should include the following:

1. Call number if used.
2. Issuing agency.
3. Title.
4. Frequency, if serial.
5. Source (if state documents received from other sources than the depository system are included in the file, indicate which are depository documents.)
6. Shelving location, if not indicated by call number.

You may also wish to include:

7. Routing instructions.
8. Binding information.
9. Descriptive cataloging information.

The format of check-in records is up to each library. Following are samples of cards from the State Library's shelflist for documents included in the first depository shipment:

MONTHLY



Title File: You will never regret creating a title file from the very start. As your collection grows, you will find it extremely valuable. The State Library maintains a title file with cards which show only title and call number. For more information, the call number leads back to the shelf-list entry. Examples of title entries:

Missouri's environment.		MO NR 10:vol./no.
Corporation laws of the state of Missouri.	MO SS 5:C81/yr.	

The file can also be used for added entries:

INSURANCE DIVISION.		
Shopping guide for homeowners insurance.		MO GA.Ins 2:H75
UNIFORM COMMERCIAL CODE		
Mo. procedures & forms for filing in the Office of the Secretary of State & the offices of recorders of deeds under Title 9 of the Uniform Commercial Code.	MO SS 2:C73/yr.	

The shelflist or title file can be used to indicate the location of documents not located in the documents collection.

[illegible]

Agency File: The classification booklet can be used as your only guide to codes for each agency, with the help of the alphabetical index, or you can gradually add agency cards to the title file, as you receive documents from the various agencies:

NATURAL RESOURCES DEPT.	MO NR
Family Services Division.	MO SOC, Fa

STORAGE

## STORAGE

The State Library files its state documents in the "oblique" hanging files sold by Peterson Business Systems in St. Louis. These are very satisfactory but expensive. Cardboard pamphlet boxes or Princeton files are the most common method for storing documents. Of course, many documents need no special shelving method.

## REFERENCE ASSISTANCE, CIRCULATION AND INTERLIBRARY LOAN

The "Standards for Depository Libraries" incorporated in the depository application included the following:

A depository library shall:

- (A) Provide reference assistance in the use of state publications to any Mo. resident. Circulation of the publications is encouraged.
- (B) Provide interlibrary loan service for state publications to any Mo. resident.

While circulation of documents is highly desirable, it is recognized that a few items must be available for reference. Probably the only state documents which the State Library would not circulate or make available on interlibrary loan would be the Official Manual, the statutes, and the Mo. Register and Code, and (if we only had one copy) the Constitution and Roster of State, District, and County Officers.

## REQUEST FOR ADDITIONAL COPIES OF DEPOSITORY ITEMS

If you request added copies of depository items from state agencies, make some reference to the depository program so that agencies will know that the copies they supplied did not go astray. ("Although we received one copy of this publication through the depository library program, an additional copy is needed..." or "that copy has been lost, mutilated," etc.)

## PUBLICITY

While depository libraries are required to actively publicize the availability of depository documents, libraries may, if they wish, wait until the system is running more smoothly and the program is funded before undertaking a public relations effort. This is not meant to discourage any library which is ready now to begin its publicity.



